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ABSTRACT

This is the fourth of four volumes reporting phase 2 of a two-phase project to examine the competency-based vocational teacher education movement and analyze the current state of the art (phase 1), and to assess the implications for preservice, inservice, and leadership level professional development programs in career and occupational education in Massachusetts (phase 2). This volume presents the results of a state-wide survey designed to determine the current and projected (1980) staff and program needs for occupational education in vocational-technical and comprehensive school districts. (Two separate instruments were used to gather data. One set was sent to superintendent-directors of all regional vocational-technical schools, and to the director of all approved vocational education programs within a comprehensive school system. The other set was sent to the director of occupational education in all comprehensive school systems. The overall survey response rate was 55%.) Data are provided in tables containing a summarization of the responses provided by the survey. Several conclusions and implications drawn from all tables and from specific tables are briefly outlined. Appendixes contain the vocational and occupational survey instruments and letters to participants. (TA)

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AN ANALYSIS OF CURRENT AND PROJECTED PERSONNEL AND PROFESSIONAL DEVELOPMENT NEEDS IN OCCUPATIONAL EDUCATION IN MASSACHUSETTS PUBLIC SCHOOLS

VOLUME IV
Phase II

PROFESSIONAL DEVELOPMENT STUDY FOR MASSACHUSETTS

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September, 1977

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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PREFACE

This series of reports completes Phase II of a two phase project undertaken by the Department of Business and Career Education, School of Education, Boston University pursuant to a contract with the Office of Professional Development, Division of Occupational Education, Massachusetts Department of Education. This project was funded through Federal Law 90-576, as amended by P.L. 92-318. The duration of the Phase II contract was January 1, 1977 through September 30, 1977.

The first phase of this project was conducted from March, 1976 through September, 1976. The purpose of Phase I was to conduct a "state of the art" research study of competency-based teacher education for vocational education at the teaching, middle management, and administrative levels. Also included were the competencies needed by educational personnel at various levels to implement career education in comprehensive school systems. The final report of that phase was published in January, 1977, and is entitled: Analysis and Synthesis of Competencies Needed by Vocational and Career Educators: Phase I of a Professional Development Study for Massachusetts. This report contains detailed competency statements for all personnel described.

The second phase of this project was conducted with three major objectives, stated as follows.

1. To conduct a content validation of the competencies developed in Phase I of the project. Through the use of a consensus model, the specific validity and applicability of these competencies for Massachusetts was assessed.

2. To conduct a state-wide needs assessment for occupational education personnel in Massachusetts. This was accomplished through a survey sent to

personnel in both comprehensive and regional vocational-technical schools. The survey sought to identify both areas of personnel need (manpower need projections) and the types of professional development most desired.

3. To conduct a national survey of the certification requirements and professional development activities for vocational education within State Departments of Education throughout the United States.

The activities and goals established for Phase II of this project have now been completed. Since they are quite varied, and their results will be used by different groups, they have been published as four separate reports. The titles of these reports are as follows.

1. Validation of the Competencies Needed by Vocational Education Teachers, Middle Managers, and Administrators. Phase II of a Professional Development Study for Massachusetts, Volume I.

2. Validation of the Competencies Needed by School Personnel to Implement Career Education. Phase II of a Professional Development Study for Massachusetts, Volume II.

3. An Analysis of National Certification Requirements and Professional Development Standards for Vocational Education Personnel. Phase II of a Professional Development Study for Massachusetts, Volume III.

4. An Analysis of Current and Projected Personnel and Professional Development Needs in Occupational Education in Massachusetts Public Schools. Phase II of a Professional Development Study for Massachusetts, Volume IV.

The researchers extend appreciation and acknowledgement to a number of individuals and agencies for their efforts on behalf of this project. The Office of Professional Development, Division of Occupational Education, Massachusetts State Department of Education is recognized for its cooperation in achieving the goals of this study. The Office of the Dean, School of Education,

Boston University, and the Department of Business and Career Education are acknowledged for their support in completing the tasks related to this project. Special appreciation is owed to Associate Deans Paul B. Warren and Barry Weiss.

The many educators both within Massachusetts and throughout the United States who willingly gave of their time and participated in some phase of this project are owed a debt of gratitude. These include occupational and vocational educators within Massachusetts; career educators throughout the United States; and professional development personnel in the Vocational Education Divisions of State Departments of Education throughout the country.

A number of individuals provided key consulting roles in the accomplishments of the tasks related to this project. These individuals include Dr. David E. Kapel, Dr. David C. Gardner, Dr. Guy Tardanico, Mr. James C. Carifio, Mr. Robert White, and Mrs. Joyce Malyn-Smith. The authors acknowledge their significant contributions to this effort.

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INTRODUCTION

This report is Volume IV of a four volume study conducted for the Office of Professional Development, Division of Occupational Education, Massachusetts State Department of Education. The purpose of this document is to present the results of a state-wide survey designed to assess personnel and professional development needs for occupational education in Massachusetts. The survey requested both current data and projections for 1980, to provide information that would be helpful to the Office of Professional Development both for the current year and for long range (5 year) planning.

Two separate instruments were designed. (See Appendixes A and B.) One set was sent to the Superintendent-Directors of every regional vocational-technical school in the Commonwealth, and to the Director of every approved vocational education program within a comprehensive school system. The other set of instruments was sent to the Director of Occupational Education in every comprehensive school system within the Commonwealth. Different instruments were designed and used to accommodate the personnel and programmatic differences in these two environments.

The first set of instruments was mailed in January, 1977. After a period of approximately four weeks, a response rate of approximately 40% had been received. Consequently, a second mailing was made in late February, 1977 to all individuals who did not respond to the first survey instrument. By the end of March, 55% of the population had responded.

The following tables present the results of this survey. Originally, it was hoped that the results of this instrument could be used by the Division of Occupational Education for decision-making related to occupational education

professional development programs. The researchers recommend, however, that the data not be used for that purpose, but be used instead solely for input and information. There are two reasons why the validity of this data is less than that required for generalized decision-making. The first is that the overall response rate was less than acceptable (55%). The second is that in many instances the responses provided were incomplete. Listed below are the factors believed by the researchers to have influenced both the rate and action of the responses.

1. The design of the instrument was altered on several occasions, due to approval requirements by State Department personnel.
2. The administration of the instrument was delayed, due to funding delays for the entire project.
3. Top leadership within the Division of Occupational Education changed several times, causing some confusion regarding future needs and funds at the local school level.
4. Personnel approval and certification requirements were in a state of flux due to revisions of Bulletin 326, which interprets laws and regulations regarding federal and state funds for vocational education.
5. Many instruments that were returned were incomplete due to the absence of 5 year plans and projections by many local school districts.

The following pages provide the tables, containing a summarization of the responses provided by the survey. No further analyses were made beyond these tabulations, due to the limitations of the data described above. No individual narrative is provided for each table, for the same reason. The several conclusions and implications that may be drawn from this study are listed together at the end of this report.

The information contained on the following pages, however, is not without value. Indeed, there is much valuable information to be obtained, and tentative observations may be made. The foremost limitation is that this information should be used as additional input for a decision-making process, and not as the sole determinant in that process.

TABLE 1

VOCATIONAL TECHNICAL SCHOOLS AND/OR PROGRAMS
(Professional Development Activities Needed)

Category	Top Adminsitration	Middle Management	Vocational Teachers	Academic Teachers
Teaching skills	1	2	22	18
Classroom management	1	3	20	17
Working with students with special needs	6	13	33	27
Developing business/industry community relationships	20	23	10	5
Improving technical skills	6	10	25	11
Other (none)				

TABLE 2

VOCATIONAL TECHNICAL SCHOOLS AND/OR PROGRAMS (PERSONNEL)
(Current Status)

Personnel	No. of personnel in Sept. 1976	No. of additional personnel hired for Sept. 1976		No. of personnel currently employed but not yet approved or certified	No. of personnel in need of professional development in addition to existing programs		
		Replacement	Growth or Reduction + or -		Technical	Professional (teaching skills)	Leadership Development
Top Administration (Directors and Assistant Directors)	86	1	+1	2	4	9	7
Middle Managers (Coordinators, Supervisors, Dept. Chairman)	219	0	+2 -2	3	36	36	38
Special needs personnel	130	7	+26	4	14	10	10
Counselors/ Guidance staff	111	2	-1 +2	1	7	4	9
Word-study personnel	11	0	0	1	0	0	1
Cooperative Education placement personnel	34	0	0	0	2	2	5
Academic teachers	635	43	+12 -3	36	30	165	60

TABLE 3

VOCATIONAL TECHNICAL SCHOOLS AND/OR PROGRAMS (PERSONNEL)
(Projected Status - 1980)

Personnel	No. of additional personnel	No. of additional students projected to be served	No. of personnel projected to need professional development in addition to existing programs		
			Technical	Professional (teaching skills)	Leadership Development
Top Administration (Directors and Assistant Directors)	58	9,787	1	23	7
Middle Managers (Coordinators, Supervisors, Dept. Chairman)	169	7,545	1	1	26
Special needs personnel	138	3,369	19	77	17
Counselors/ Guidance Staff	102	9,009	15	4	19
Work-study personnel	38	-----	--	--	--
Cooperative Education placement personnel	38	2,880	2	3	18
Academic teachers	571	8,949	20	75	73
Adult Education	127	2,520	0	10	0

TABLE 4

VOCATIONAL TECHNICAL SCHOOLS AND/OR PROGRAMS
(Current Status)

Program Area	No. of personnel in Sept. 1976	No. of additional personnel hired for Sept. 1976		No. of personnel currently employed but not yet approved or certified	No. of personnel in need of professional development in addition to existing programs		
		Replacement	Growth or Reduction + or -		Technical	Professional (teaching skills)	Leadership Development
Agriculture	81	3	0	1	1	0	0

(Projected Status)

Program Area	No. of projected additional personnel	No. of additional students projected to be served	No. of personnel in need of professional development in addition to existing programs		
			Technical	Professional (teaching skills)	Leadership Development
Agriculture	88	210	4	2	5

TABLE 5

VOCATIONAL TECHNICAL SCHOOLS AND/OR PROGRAMS
(Current Status)

Program Area	No. of personnel in Sept. 1976	No. of additional personnel hired for Sept. 1976		No. of personnel currently employed but not yet approved or certified	No. of personnel in need of professional development in addition to existing programs		
		Replacement	Growth or Reduction + or -		Technical	Professional (teaching skills)	Leadership Development
Business & Office	110	3	+4 -1	9	9	14	13

(Projected Status)

Program Area	No. of projected additional personnel	No. of additional students projected to be served	No. of personnel in need of professional development in addition to existing programs		
			Technical	Professional (teaching skills)	Leadership Development
Business & Office	143	6,715	1	8	3

TABLE 6

VOCATIONAL TECHNICAL SCHOOLS AND/OR PROGRAMS
(Current Status)

Program Area	No. of personnel in Sept. 1976	No. of additional personnel hired for Sept. 1976		No. of personnel currently employed but not yet approved or certified	No. of personnel in need of professional development in addition to existing programs		
		Replacement	Growth or Reduction + or -		Technical	Professional (teaching skills)	Leadership Development
Distributive Education	28	1	+3	3	6	7	3

(Projected Status)

Program Area	No. of projected additional personnel	No. of additional students projected to be served	No. of personnel in need of professional development in addition to existing programs		
			Technical	Professional (teaching skills)	Leadership Development
Distributive Education	4	467	0	4	2

TABLE 7

VOCATIONAL TECHNICAL SCHOOLS AND/OR PROGRAMS
(Current Status)

Program Area	No. of personnel in Sept. 1976	No. of additional personnel hired for Sept. 1976		No. of personnel currently employed but not yet approved or certified	No. of personnel in need of professional development in addition to existing programs		
		Replacement	Growth or Reduction + or -		Technical	Professional (teaching skills)	Leadership Development
Health Occupation	145	5	+3	9	12	23	10

(Projected Status)

Program Area	No. of projected additional personnel	No. of additional students projected to be served	No. of personnel in need of professional development in addition to existing programs		
			Technical	Professional (teaching skills)	Leadership Development
Health Occupation	173	2,562	0	18	5

TABLE 8

VOCATIONAL TECHNICAL SCHOOLS AND/OR PROGRAMS
(Current Status)

rogram rea	No. of personnel in Sept. 1976	No. of additional personnel hired for Sept. 1976		No. of personnel currently employed but not yet approved or certified	No. of personnel in need of professional development in addition to existing programs		
		Replacement	Growth or Reduction + or -		Technical	Professional (teaching skills)	Leadership Development
me onomics	111	12	+8	8	10	19	7

(Projected Status)

rogram rea	No. of projected additional personnel	No. of additional students projected to be served	No. of personnel in need of professional development in addition to existing programs		
			Technical	Professional (teaching skills)	Leadership Development
me onomics	94	3,697	2	7	5

TABLE 9

VOCATIONAL TECHNICAL SCHOOLS AND/OR PROGRAMS
(Current Status)

Program Area	No. of personnel in Sept. 1976	No. of additional personnel hired for Sept. 1976		No. of personnel currently employed but not yet approved or certified	No. of personnel in need of professional development in addition to existing programs		
		Replacement	Growth or Reduction + or -		Technical	Professional (teaching skills)	Leadership Development
Trade & Industrial	782	58	+21 -4	35	124	218	154

(Projected Status)

Program Area	No. of projected additional personnel	No. of additional students projected to be served	No. of personnel in need of professional development in addition to existing programs		
			Technical	Professional (teaching skills)	Leadership Development
Trade & Industrial	747	7,639	29	243	75

TABLE 10

VOCATIONAL TECHNICAL SCHOOLS AND/OR PROGRAMS
(Current Status)

Program Area	No. of personnel in Sept. 1976	No. of additional personnel hired for Sept. 1976		No. of personnel currently employed but not yet approved or certified	No. of personnel in need of professional development in addition to existing programs		
		Replacement	Growth or Reduction + or -		Technical	Professional (teaching skills)	Leadersh Developme
Technical	77	4	+3 -1	4	4	13	8

(Projected Status)

Program Area	No. of projected additional personnel	No. of additional students projected to be served	No. of personnel in need of professional development in addition to existing programs		
			Technical	Professional (teaching skills)	Leadership Development
Technical	139	440	10	12	16

TABLE 11

COMPREHENSIVE SCHOOLS
(Current Status)

Program Area	No. of Personnel in Sept. 1976	No. of additional personnel hired for Sept. 1976		No. of K-12 students 1975 - 1976	No. of personnel in need of professional development programs	
		Replacement	Growth or Reduction + or -		Upgrading for current positions	Leadership development for new positions
Agriculture or Agribusiness	10	0	0	533	1	0

(Project Status)

Program Area	No. of projected additional personnel	No. of additional students projected to be served	No. of personnel projected to need professional development	
			Upgrading for existing position	Leadership development for new position
Agriculture or Agribusiness	33	2140	4	1

TABLE 12

COMPREHENSIVE SCHOOLS
(Current Status)

Program Area	No. of Personnel in Sept. 1976	No. of additional personnel hired for Sept. 1976		No. of K-12 students 1975 - 1976	No. of personnel in need of professional development programs	
		Replacement	Growth or Reduction + or -		Upgrading for current positions	Leadership development for new positions
Business & Office	582	18	+6	43,128	82	22

(Project Status)

Program Area	No. of projected additional personnel	No. of additional students projected to be served	No. of personnel projected to need professional development	
			Upgrading for existing position	Leadership development for new position
Business & Office	344	33, 425	39	11

TABLE 13

COMPREHENSIVE SCHOOLS
(Current Status)

Program Area	No. of Personnel in Sept. 1976	No. of additional personnel hired for Sept. 1976		No. of K-12 students 1975 - 1976	No. of personnel in need of professional development programs	
		Replacement	Growth or Reduction + or -		Upgrading for current positions	Leadership development for new positions
Distributive Education	42	1	0	1,416	7	1

(Project Status)

Program Area	No. of projected additional personnel	No. of additional students projected to be served	No. of personnel projected to need professional development	
			Upgrading for existing position	Leadership development for new position
Distributive Education	54	2,279	12	4

TABLE 14

COMPREHENSIVE SCHOOLS
(Current Status)

Program Area	No. of Personnel in Sept. 1976	No. of additional personnel hired for Sept. 1976		No. of K-12 students 1975 - 1976	No. of personnel in need of professional development programs	
		Replacement	Growth or Reduction + or -		Upgrading for current positions	Leadership development for new positions
Health Occupation	39	4	+3	1,745	3	0

(Project Status)

Program Area	No. of projected additional personnel	No. of additional students projected to be served	No. of personnel projected to need professional development	
			Upgrading for existing position	Leadership development for new position
Health Occupation	42	5,565	9	2

TABLE 15

COMPREHENSIVE SCHOOLS
(Current Status)

Program Area	No. of Personnel in Sept. 1976	No. of additional personnel hired for Sept. 1976		No. of K-12 students 1975 - 1976	No. of personnel in need of professional development programs	
		Replacement	Growth or Reduction + or -		Upgrading for current positions	Leadership development for new positions
Home Economics	389	17	+6	50,529	55	5

(Project Status)

Program Area	No. of projected additional personnel	No. of additional students projected to be served	No. of personnel projected to need professional development	
			Upgrading for existing position	Leadership development for new position
Home Economics	268	30,016	48	3

TABLE 16

COMPREHENSIVE SCHOOLS
(Current Status)

Program Area	No. of Personnel in Sept. 1976	No. of additional personnel hired for Sept. 1976		No. of K-12 students 1975 - 1976	No. of personnel in need of professional development programs	
		Replacement	Growth or Reduction + or -		Upgrading for current positions	Leadership development for new positions
Industrial Arts	581	27	+7	58,272	93	14

(Project Status)

Program Area	No. of projected additional personnel	No. of additional students projected to be served	No. of personnel projected to need professional development	
			Upgrading for existing position	Leadership development for new position
Industrial Arts	523	36,654	362	6

TABLE 17

COMPREHENSIVE SCHOOLS
(Current Status)

Program Area	No. of Personnel in Sept. 1976	No. of additional personnel hired for Sept. 1976		No. of K-12 students 1975 - 1976	No. of personnel in need of professional development programs	
		Replacement	Growth or Reduction + or -		Upgrading for current positions	Leadership development for new positions
Trade & Industrial	189	15	+7	7,324	124	4

(Project Status)

Program Area	No. of projected additional personnel	No. of additional students projected to be served	No. of personnel projected to need professional development	
			Upgrading for existing position	Leadership development for new position
Trade & Industrial	266	5,433	66	5

TABLE 18

COMPREHENSIVE SCHOOLS
(Current Status)

Program Area	No. of Personnel in Sept. 1976	No. of additional personnel hired for Sept. 1976		No. of K-12 students 1975 - 1976	No. of personnel in need of professional development programs	
		Replacement	Growth or Reduction + or -		Upgrading for current positions	Leadership development for new positions
Technical	13	1	0	424	2	0

(Project Status)

Program Area	No. of projected additional personnel	No. of additional students projected to be served	No. of personnel projected to need professional development	
			Upgrading for existing position	Leadership development for new position
Technical	15	278	2	0

TABLE 19

COMPREHENSIVE SCHOOLS
(Current Status)

Program Area	No. of Personnel in Sept. 1976	No. of additional personnel hired for Sept. 1976		No. of K-12 students 1975 - 1976	No. of personnel in need of professional development programs	
		Replacement	Growth or Reduction + or -		Upgrading for current positions	Leadership development for new positions
Cooperative Education	63	1	+4	1,487	5	4

(Project Status)

Program Area	No. of projected additional personnel	No. of additional students projected to be served	No. of personnel projected to need professional development	
			Upgrading for existing position	Leadership development for new position
Cooperative Education	65	1,762	24	8

TABLE 20

COMPREHENSIVE SCHOOLS
(Current Status)

Program Area	No. of Personnel in Sept. 1976	No. of additional personnel hired for Sept. 1976		No. of K-12 students 1975 - 1976	No. of personnel in need of professional development programs	
		Replacement	Growth or Reduction + or -		Upgrading for current positions	Leadership development for new positions
Work-study Program	88	4	2	4,645	109	4

(Project Status)

Program Area	No. of projected additional personnel	No. of additional students projected to be served	No. of personnel projected to need professional development	
			Upgrading for existing position	Leadership development for new position
Work-study Program	72	3,437	25	8

TABLE 21

COMPREHENSIVE SCHOOLS
(Current Status)

Program Area	No. of Personnel in Sept. 1976	No. of additional personnel hired for Sept. 1976		No. of K-12 students 1975 - 1976	No. of personnel in need of professional development programs	
		Replacement	Growth or Reduction + or -		Upgrading for current positions	Leadership development for new positions
Career Education (awareness) K-6	192	2	+1	39,107	581	4

(Project Status)

Program Area	No. of projected additional personnel	No. of additional students projected to be served	No. of personnel projected to need professional development	
			Upgrading for existing position	Leadership development for new position
Career Education (awareness) K-6	482	26,984	150	19

TABLE 22

COMPREHENSIVE SCHOOLS
(Current Status)

Program Area	No. of Personnel in Sept. 1976	No. of additional personnel hired for Sept. 1976		No. of K-12 students 1975 - 1976	No. of personnel in need of professional development programs	
		Replacement	Growth or Reduction + or -		Upgrading for current positions	Leadership development for new positions
Career Education (exploration) 6-9	247	4	+4	29,455	393	6

(Project Status)

Program Area	No. of projected additional personnel	No. of additional students projected to be served	No. of personnel projected to need professional development	
			Upgrading for existing position	Leadership development for new position
Career Education (exploration) 6-9	355	63,874	71	14

TABLE 23

COMPREHENSIVE SCHOOLS
(Current Status)

Program Area	No. of Personnel in Sept. 1976	No. of additional personnel hired for Sept. 1976		No. of K-12 students 1975 - 1976	No. of personnel in need of professional development programs	
		Replacement	Growth or Reduction + or -		Upgrading for current positions	Leadership development for new positions
Career Education (Preparation) 9-12	374	0	+17	32,271	334	66

(Project Status)

Program Area	No. of projected additional personnel	No. of additional students projected to be served	No. of personnel projected to need professional development	
			Upgrading for existing position	Leadership development for new position
Career Education (Preparation) 9-12	476	24,268	111	14

TABLE 24

COMPREHENSIVE SCHOOLS
(Current Status)

Program Area	No. of Personnel in Sept. 1976	No. of additional personnel hired for Sept. 1976		No. of K-12 students 1975 - 1976	No. of personnel in need of professional development programs	
		Replacement	Growth or Reduction + or -		Upgrading for current positions	Leadership development for new positions
Career Counseling	208	17	+8	30,518	63	8

(Project Status)

Program Area	No. of projected additional personnel	No. of additional students projected to be served	No. of personnel projected to need professional development	
			Upgrading for existing position	Leadership development for new position
Career Counseling	167	47,202	45	13

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General Notes

The purpose of this study was to determine the current and projected (1980) staff and program needs of Vocational-Technical and Comprehensive school districts in the Commonwealth of Massachusetts.

A multiple-response questionnaire was sent to all Vocational-Technical schools and Comprehensive school districts in the Commonwealth of Massachusetts.

Comprehensive school districts responding - N = 168
Vocational schools and Regional Vocational Technical Schools responding - N = 39

Based upon the data presented in the preceding table, the following observations may be made.

1. Across all schools (comprehensive & vocational) the need for leadership development, professional development, (i.e. teaching skills) and upgrading for current positions is dire.

2. In-service training and/or workshops for developing career education and occupational education programs in the comprehensive schools is critical.

3. A large number of comprehensive school districts believed it was not necessary for them to report the data on the questionnaire because they were not receiving any chapter 74 money.

4. A large number of comprehensive school districts believe they need start-up money for developing career/occupational education programs.

5. The Trade & Industrial (T. & I.) area of vocational schools serves the greatest number of vocational students and shows the greatest number of projections.

6. While Industrial Arts, Home Economics and Business Education programs currently serve the greatest number of students in comprehensive school districts, projected program needs appear to be largely in the career education area and at all levels (K-6 Awareness), (6-9 Exploration), and (9-12 Preparation).

7. In large measure, vocational teachers and academic teachers in vocational schools are in need of professional development activities, particularly in the area of working with students with special needs as well as the need to improve technical skills.

8. A considerable number of top administrators and middle managers in vocational schools are in need of professional development activities that would increase their skills for developing business/industry community relations.

Conclusions Drawn From Specific Tables

Table 4 indicates a minimal projected increase in agricultural programs in vocational schools, whereas Table 11 indicates a significantly higher projected increase in agriculture and/or agribusiness programs in comprehensive schools.

Tables 5 and 12 show a significant increase in personnel and students to be served in Business and Office Education, especially in the comprehensive schools.

Tables 6 and 13 indicate increases in Distributive Education programs, especially in the comprehensive schools.

Tables 7 and 14 clearly show that vocational schools are anticipating greater program expansion in Health Occupations than is planned in comprehensive schools.

Tables 8 and 15 indicate significant expansions in both vocational schools and comprehensive schools in Home Economics programs.

Table 9 shows a doubling increase in Trade and Industrial personnel whereas only a minimal increase is expected in the Trade & Industrial areas of the comprehensive schools (Table 17).

Table 10 indicates a substantial growth projection in Technical Education in the vocational schools, whereas only minimal growth is projected in the comprehensive schools (Table 18). Relatively few programs in Technical Education currently exist in the comprehensive schools.

Tables 19 and 20 indicate substantial growth in Cooperative and Work-Study programs in the comprehensive schools.

Tables 21, 22, 23, and 24 clearly indicate extraordinary growth in Career Education programs at all levels, K-12, and career counseling. There is also extraordinary need for professional development activity, particularly in up-grading for current positions.

APPENDIX A

PROGRAM/PROFESSIONAL DEVELOPMENT STATUS AND NEEDS ANALYSIS FOR VOCATIONAL PROGRAMS IN MASSACHUSETTS

1. Name of person completing this form _____

2. Name of Vocational Program or School _____

3. Total number of students served: Secondary _____

   Post-secondary _____

4. Has your school system sponsored any internal in-service or professional development programs in 1975-76 for your own staff? Yes _____ No _____

   If yes, please describe briefly _____

   _____

   _____

5. Please indicate which of the following professional development activities you would like to see offered for your staff by placing a check mark in each appropriate box:

CATEGORY	Top administration	Middle management	Vocational teachers	Academic teachers
Teaching skills				
Classroom management				
Working with students with special needs classified under chapter 766				
Developing business/industry/community relationships				
Improving technical skills				
Other (please specify)				

PROGRAM AREA OR PERSONNEL CATEGORIES	CURRENT PROGRAM STATUS							
	No. of current personnel (count each person only once)	No. of additional personnel needed for Sept. 1976		No. of students served	No. of personnel currently employed not yet fully approved	No. of personnel in need of professional development in addition to existing programs		
		Keplace-ment	Growth or reduction (indicate reduction with - sign			Technical skills in occu-pational area	Professional (teaching skills)	Leadership develop-ment
Top administration (approved code A01,02,03, 04,13)								
Middle managers (coordinators, supervisors, dept. heads, head teachers								
Special needs personnel								
Counselors/guidance staff								
Cooperative education/ placement personnel								
Adult education								
Vocational teachers - Agriculture								
-Business and office								
- Distributive education								
- Health occupations								
- Home economics								
- Trade and industrial								
- Technical								
Academic teachers								
Other (please specify)								

PROGRAM AREA OR PERSONNEL CATEGORIES	PROJECTED PROGRAM STATUS FOR 1980						
	No. of personnel - total (count each person only once	No. of projected personnel changes		No. of students projected to be served	No. of personnel projected to need professional development in addition to existing programs		
		Replacement	Growth or reduction (indicate reduction with - sign		Technical skills in occupational area	Professional (Teaching skills)	Leadership Development
Top administration (approved code A01,02,03, 04,13)				X			
Middle managers (coordinators, supervisors, dept. heads, head teachers)				X			
Special needs personnel							
Counselors/guidance staff							
Cooperative education/ placement personnel							
Adult education							
Vocational teachers - Agriculture							
- Business and office							
- Distributive education							
- Health occupations							
- Home economics							
- Trade and industrial							
- Technical							
Academic teachers							

APPENDIX B

PROGRAM/PROFESSIONAL DEVELOPMENT STATUS AND NEEDS ANALYSIS

1. Name of person completing this form _____

   Title _____

2. Name of School District _____

3. Total number of K-12 students in the school system (excluding students enrolled in Chapter 74 approved vocational programs) _____

4. Number of schools in your system:

   Senior High _____ Junior/Middle _____ Elementary _____

5. Is your school system currently conducting (1976-77 school year) any state or federally funded programs for occupational/career education, other than programs supported directly through Chapter 74 reimbursement?

   Yes _____ No _____ If yes please specify:

   Title of project_____

   Source of funds _____

   (use reverse side for additional information)

6. Has your school system sponsored any in-service or professional development programs in 1975-76 for occupational/career education?

   Yes _____ No _____ If yes please describe briefly _____

   _____

7. What in-service, professional development, or leadership development needs related to occupational / career education would you consider to be most critical for your school system for 1976-77?_____

   _____

   _____

CURRENT PROGRAM STATUS

PROGRAM AREA	No. of current personnel	No. of additional personnel needed for Sept. 1976		No. of students served 1975-76		No. of personnel currently employed in need of certification or state dept. approval	No. of personnel in need of professional development programs	
		Replacement	Growth or reduction (indicate reduction with - sign)	Grade level(s)	No. of students (total)		Upgrading for current positions	Leadership development for higher level positions
Agricultural or agribusiness								
Business and office								
Distributive education								
Health occupations								
Home economics								
Industrial arts								
Public service occupations								
Trade and Industrial education								
Cooperative education								
Work-study programs								
Career Education - awareness (K-6)								
- exploration (6-9)								
- preparation (9-12)								
- career counseling								
Adult education								
Other (please specify)								

PROGRAM AREA	PROJECTED PROGRAM STATUS FOR 1980						
	No. of personnel (total) (count each person only once)	No. of projected personnel changes		No. of students projected to be served		No. of personnel projected to need professional development	
		Replacement	Growth or reduction (indicate reduction with - sign	Grade level(s)	No. of students	Upgrading for current or existing positions	Leadership development for higher level positions
Agricultural or agribusiness							
Business and office							
Distributive education							
Health occupations							
Home economics							
Industrial arts							
Public service occupations							
Trade and industrial education							
Cooperative education							
Work-study programs							
Career Education - awareness (K-6)							
- exploration (6-9)							
- preparation (9-12)							
- career counseling							
Adult education							
Other (please specify)							

Dear Superintendent-Director:

The Division of Occupational Education is attempting to realign its efforts to assure that its teacher examinations, certification, and professional development programs are relevant to the needs of teachers and administrators in the Commonwealth. As part of this effort, the Division is analyzing current and projected personnel needs and professional development needs in occupational and vocational education.

I am asking for your help in referring the attached survey form to your administrator with primary responsibility for personnel approval and professional development, to complete and return it in the enclosed stamped, self-addressed envelope to Harold Resnick at Boston University who is assisting us with this research.

Thank you very much for your assistance.

Sincerely yours,

Tony Pitale, Director
Bureau of Secondary Occupational-Technical Education
Division of Occupational Education

sgl
Enclosure

Return materials to:
Dr. Harold S. Resnick
Associate Professor of Business and Career Education
School of Education
Boston University
765 Commonwealth Avenue
Boston, MA 02215

Dear Superintendent:

The Division of Occupational Education is attempting to realign its efforts to assure that its teacher examinations, certification, and professional development programs are relevant to the needs of teachers and administrators in the Commonwealth. As part of this effort, the Division is analyzing current and projected personnel needs and professional development needs in occupational and career education.

I am asking for your help in referring the attached survey form to the individual in your school system who has primary responsibility for occupational/career education, to complete and return it in the enclosed, stamped self-addressed envelope to Harold Resnick at Boston University, who is assisting us with this research.

Thank you very much for your assistance.

Sincerely yours,

Tony Pitale, Director
Bureau of Secondary Occupational-Technical Education
Division of Occupational Education

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Enclosure

Return materials to:

Dr. Harold S. Resnick
Associate Professor of Business and Career Education
School of Education
Boston University
765 Commonwealth Avenue
Boston, MA 02215

Boston University

School of Education
765 Commonwealth Avenue
Boston, Massachusetts 02215

Department of Business and Career Education

Dear Colleague:

Several weeks ago you received a copy of a state-wide survey attempting to assess the current and future needs for personnel and professional development related to vocational, occupational, and career education within the Commonwealth of Massachusetts. This study is sponsored by the Division of Occupational Education, Massachusetts Department of Education and conducted through the Department of Business and Career Education at Boston University.

As of this date, we have not yet received your response to this survey. We realize that during the course of the year you receive many surveys from different agencies. We realize further that it takes a great amount of effort and time on your part to assist with these projects. However, I would like to assure you that the purpose of this survey is to assist the State Department of Education in being more responsive to your needs. The results of this survey will be used to help determine the professional development thrust and activity of the Division of Occupational Education over the next several years. Consequently, it is most essential that we receive your input.

You may have returned the questionnaire to us within the past several days. In that event, thank you very much for your response. If you have not yet responded, we sincerely solicit your assistance. Enclosed is another copy of the instrument with a stamped, self-addressed, return envelope. May we ask for the few minutes from your busy schedule that it will take for you to respond and return the questionnaire to us? If you have any questions about the study, please call me collect at 353-3262.

Thank you very much for your assistance in this matter.

Sincerely yours,

Harold S. Resnick
Project Director

sgl
Enclosure

For information: Dr. David C. Gardner
Chairperson
School of Education
Dept. of Business and Career Education
765 Commonwealth Avenue
Room 1502
Boston, Ma 02215
(617) 353-3218

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